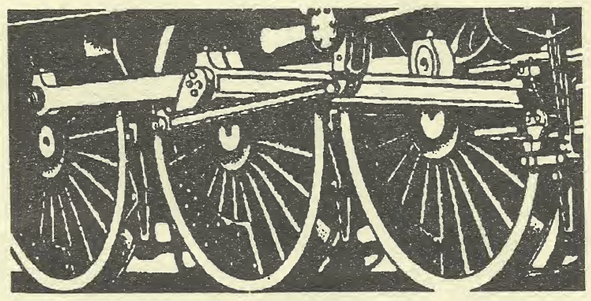
Script

THE LOCOSCRIPT NEWSLETTER



ISSUE 7
NOV 88

Welcome to the first issue of Volume 2 of *Script*. To mark the new '*Script*' year, we've had a change of style – we hope you like it. We're sure you'll let us know if you don't!

Following our request for ideas to improve *Script*, we received a fair number of comments and some suggestions. Most of you seem to be happy with the features we cover, although there was some disagreement about the level at which the articles are pitched. Some of you thought the articles were too simple, whereas others felt they were too complicated! Striking the right balance sometimes proves difficult but we'll try and respond to any specific requests for articles or information. So keep writing in with your ideas.

Many of you want to see more articles on layouts, so in this issue we show you how Stock Layouts make it easier to produce documents with a variety of layouts. We're also often asked for a further explanation of LocoScript's Exchange feature. This feature takes all the hard work out of changing words or phrases in a document. There's no need to scroll through the document looking for occurrences of the text to edit. Instead, you can tell LocoScript what the text is, what you want to replace it with and then put your feet up while LocoScript does all the work! The Exchange article on page 6 explains how this is made possible by LocoScript 2's range of options for specifying the text you want to change.

This issue also sees the conclusion of the article on printing problems. In September we investigated what might be wrong when you fail to print anything. This month, we look at what to do when your printer prints gibberish.

In the LocoMail article we show you what you can do with LocoMail's arithmetic capabilities. Using LocoMail gives you much more than simply the ability to do calculations. Combine the calculations with LocoScript's formatting features and you have everything you need to produce documents such as invoices. We show you, step by step, how to produce an invoice.

Contents

Script is published by Locomotive Software Ltd, Allen Court, Dorking, Surrey, RH4 1YL

News

LocoFile – extra features

Since we first gave details of LocoFile (our new pop-up database) we've been able to slip in a few extra features.

As we explained in Issue 6, LocoFile can index a datafile on one of the items in the records or on a 'Main' item and a 'Sub' item. For example, you could index an address list on surname and where the same surname occurs more than once, on the first name. We've now added further ways of indexing datafiles.

There may be occasions when you want the same record to appear more than once in sorted order. A researcher might want to keep details of articles on (say) 15th century Europe and be able to look up articles using key words like famine, war, plague etc. Some articles may need referencing under more than one topic. So to meet this need, LocoFile now lets records appear more than once in the same index. You can use this index to find every article that covered the topic 'plague'.

An address list is another type of datafile where it might be useful to see the same record appear under more than one heading. To avoid typing the same address several times, you would want to keep the details of each family on the same record. If the datafile is only indexed on surname and first name, you can pick out one member of the family, say John Smith, but how would you find Mary Smith's details? So LocoFile lets you sort the address list on the surname, and then on several first names. There'll be an entry in the index for every member of the family.

Besides the different types of indexes, we've also added some extra ways of ordering the items selected for the index. For example, a common need is to keep records in date order. With LocoFile, you can sort the records automatically in date order, simply by selecting an option on a menu.

There's no need to split up the date or use a special format so that, for example, the year always comes first. Instead LocoFile lets you choose the type of ordering to match the type of date you use. You can sort the date on day/month/year or use the American style month/day/year or the Japanese style year/month/day. We've even added options for day/month and month/day so that you can pick a day/month/year item and then sort the datafile into birthday order!

LocoFile costs £29.95 and will be available from the beginning of December. To order LocoFile, just complete and return the enclosed order form.

LocoMail for LocoFile

Combining LocoMail with LocoFile gives you a very powerful tool for picking out information directly from a datafile, changing it and printing it. We've added some new features to LocoMail making it even easier and faster to use with LocoFile datafiles.

One new command lets you select a LocoFile index from within a LocoMail master document. Rather than work through the records in the same order, this command lets you select the index you want to use from within your LocoMail master document.

Once you've selected the index, another new command lets you jump straight to the record you're interested in. For example, you might want to mailshot all customers who had bought a particular product, say 3" discs. By using the new commands, you could first select an index which sorted the datafile on product type and then use another command to jump straight to the first record which had 3" discs as the product.

Note: If you already have LocoMail there's no need to worry about upgrading your version to use these new features. When you purchase LocoFile, you'll be supplied with a disc which you can use to automatically update the version of LocoMail on your Start-of-day disc.

24 Pin Printers

If you own a PCW9512 and want to print the full range of LocoScript's characters or you're an 8000 owner and you want to get a faster, higher quality dot matrix printer, we might be able to help you. We now have available two 24 pin dot matrix printers: the NEC P6 Plus and the NEC P2200.

Not only do these printers give you fast, high quality output, but you can use all the features available on the 8000 built-in matrix printer. With a 24 pin printer and our 24 Pin Printer Drivers disc, you can print the complete range of LocoScript 2's characters, pitches and print styles. (See the News pages of Volume 1, Issue 6, for full details.)

When we first announced the 24 Pin Printer Drivers Disc, it was only possible to print in High Quality with this disc. Since then, we've been able to add Draft Quality to give you a choice of print quality. We're also planning to make available LocoFont 24 which will give you a range of extra typestyles that you can use on the printer. We'll have more news of this product in the January issue of *Script*.

The NEC P6 Plus printer is probably the best all round 24 pin printer available at the moment. The printer was recently recommended by the magazine 'What to Buy for business' as the best buy in the medium priced range of 24 pin printers.

This printer is considerably faster than the built-in dot matrix printer on the 8000 machines. With the 24 Pin Printer Drivers Disc you can print in High Quality at approximately 65 cps (characters per second), compared to approximately 13 cps on the built-in printer. In Draft Quality you can print at 265 cps. The printer comes with a built-in tractor feed and automatic paper handling, allowing you to position easily both single sheet and continuous stationery.

You can purchase the NEC P6 Plus from us at a cost of £549 plus VAT. At the same time, we'll supply you with a free copy of the 24 Pin Printer Drivers Disc and a cable so that you can connect the printer to your PCW. (If you're using a PCW8256/8512 then you'll also need to buy a parallel interface so that the cable can be attached. PCW9512 owners have a built-in parallel port on their computers and don't need any additional hardware.)

If £549 is a little more than you want to pay for a printer, you might consider purchasing the NEC P2200. This printer isn't quite as fast as the NEC P6 Plus but is an economical substitute. ('What to Buy' recommended this printer as having 'the best value letter quality printing available' in the low priced range of printers.) The NEC P2200 is available from us for £349 plus VAT and, like the NEC P6 Plus, we're selling it with a free 24 Pin Printer Drivers Disc and printer cable.

For details of how to order either the printers, the software on its own and/or the interface, see the enclosed order form.

Note: In the last issue we mentioned a range of printers supported by the 24 Pin Printer Drivers Disc. We can now add the Brother 2024L, the Citizen HQP40 and HQP45 and the C.Itoh C715F to the list. For more information, contact us at Locomotive.

How layouts can work for you

With simple documents such as a business letter, you can get good results simply by sticking to one layout throughout the document. But to produce a complex document such as a report, you may need lots of different layouts. You might well want other layouts to indent parts of the text or use a special line spacing to present mathematical formulæ in a scientific report.

Setting up and using a range of different layouts can seem like a hard task. In fact, it's really quite straightforward. The job is made simpler for you if you use Stock Layouts. Stock Layouts are like the stock in a shop – they're available for you to use at any time, either by picking them out from a menu or by typing in a code.

All that's required to use Stock Layouts is a bit of preparation. In this article we explain how to set up some Stock Layouts. We also show you some short cuts you can take in doing this, not all of which are in the User Guide.

Layouts describe the way the text is laid out in a document. If you want to be reminded about layouts, we've summarised what they can do for you and how to use them on page 5.

Stock Layouts are the layouts you can store permanently in your document. They give you a quick and easy way of not only using layouts but also updating the copies of the layouts in your document when you need to. They're ideal for documents which require a variety of layouts and particularly where you want to use the same layouts more than once in your document.

A particular advantage of using Stock Layouts is the ease with which you can insert a Layout code containing a copy of a Stock Layout. The job of inserting the Layout code is simply a matter of typing ⊞LT*n*, where *n* is the number of the Stock Layout you want to use.

The hard bit is setting up the Stock Layouts you require in the first place.

Planning the Layouts

It's best to start by thinking about the layout you require for most of the document. This layout will give you the basic structure of the document, including details such as the Character pitch and Scale pitch that you may want to duplicate in other layouts. The best Stock Layout to use here is Stock Layout 1 as it's automatically used at the start of the document.

After that you need to think about the details you'll want for the other parts of the document. For example, do you want certain parts of the text to stand out from the rest of the narrative? You might want to indent certain parts of the text, such as quotations or conclusions, or use a special line spacing and new margins to present mathematical formulæ in a scientific report. Do you want to present information such as sales figures in the form of a table? If so you'll need to set up tab stops to set out the details. As you're unlikely to want the same tab stops in the rest of the document, you'll need a layout specially for the table.

Once you've worked out how many further layouts you'll need, you can allocate each of these layouts to a Stock Layout, starting with Stock Layout 2. (Stock Layout 0 is used for the Header and Footer text.)

Before setting up the details, it's worth thinking about how you want to identify the Stock Layouts you're setting up. It won't always be easy to remember what a particular Stock Layout does, so giving Stock Layouts descriptive names will make it much easier to pick out the one you want to use from the menu. The names of the Layouts are displayed in the Stock Layout menus (Change Stock Layouts and f5 Stock) and on the second Information line when you're editing text.

The Stock Layouts are named Layout 0, Layout 1, Layout 2.... Layout 9, but these names are by no means fixed. You can change them by using the f7 Name menu. Indeed we recommend that you do this when you use more than one layout in a document.

A useful tip is to keep the number of the layout in the name as this will help you to remember the short cut way of copying a Stock Layout into the document: by pressing ⊞LT followed by the number of the layout.

Getting started

You can set up Stock Layouts in each of your documents. However, if you want to use the same layouts in more than one document, the best place to set them up is in a template. Then the same set of Stock Layouts are readily available in all documents created from the template. So it's worth thinking about all the documents you're likely to produce and the set of Stock Layouts they'll need and then create a template with these Stock Layouts on your Start-of-day disc.

Stock Layouts are stored in the Document Set-up, so start by editing the document and using the f1 Actions menu to get into the Document Set-up. From there, select the Change Stock Layouts menu on the f2

Layout menu and then you can start tailoring the Stock Layouts to suit your needs. (The Change Layout option in this Layout menu just changes the Layout for the Headers and Footers.)

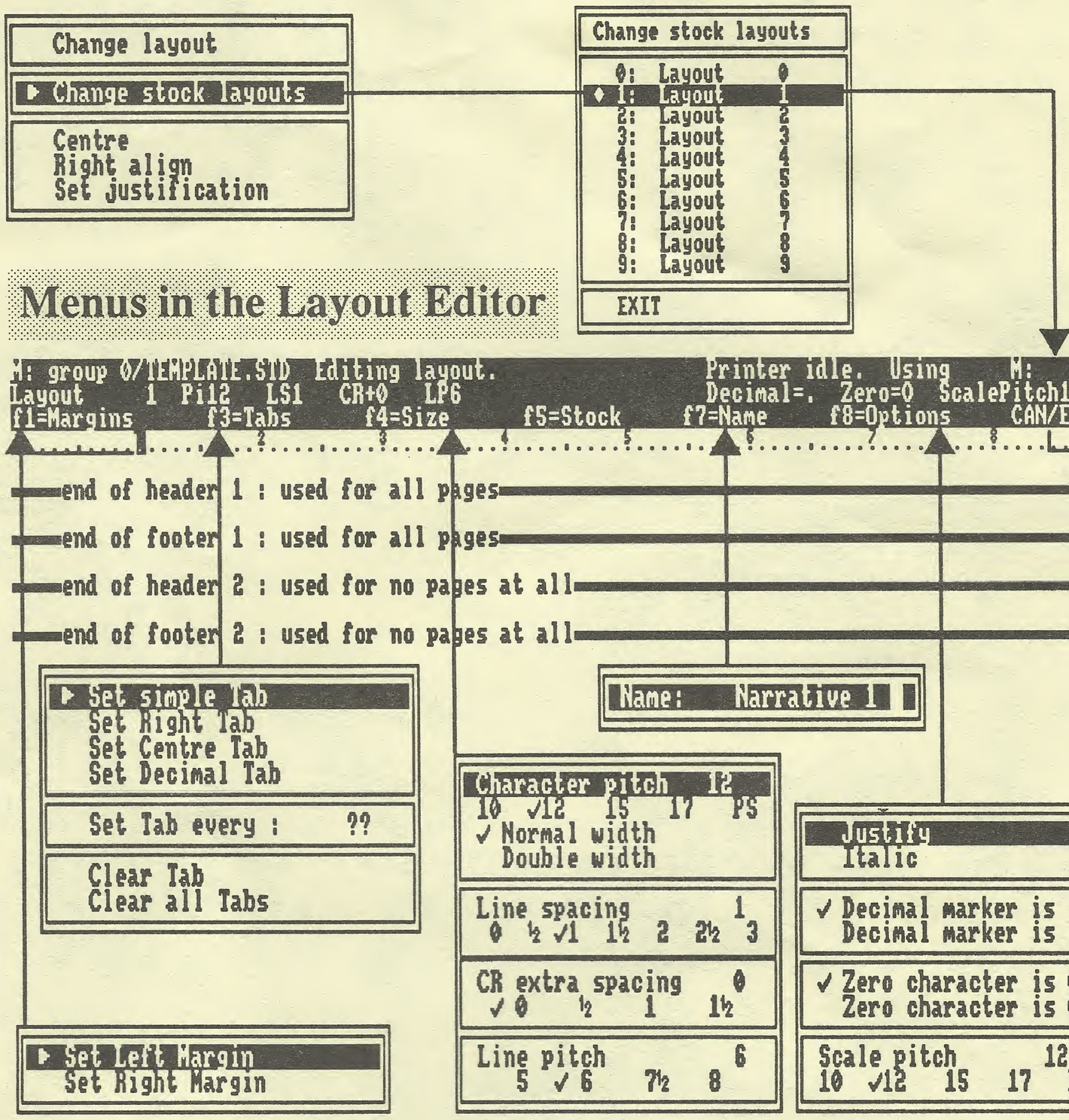
You simply need to work through the list of Stock Layouts, setting up the layout details you require. Move the cursor to the layout you want to set next, press ENTER and you're in the Layout Editor working upon this Stock Layout.

The Layout Editor gives you a new array of menus – f1 Margins, f3 Tabs etc – to set up the required details. When you've finished setting the details, press EXIT and you're returned to the Change Stock Layouts menu.

As you do this, don't forget about Stock Layout 0. Stock Layout 0 governs the layout of Header and Footer text. It's quite easy to forget about this layout and then find that a heading or a page number prints beyond, or falls short of, the margins set in the body of the document.

When you've set all the Stock Layouts you need, press EXIT and ENTER to leave the Change Stock Layouts menu and then EXIT and ENTER again to return to your document. Finish by saving your document to disc.

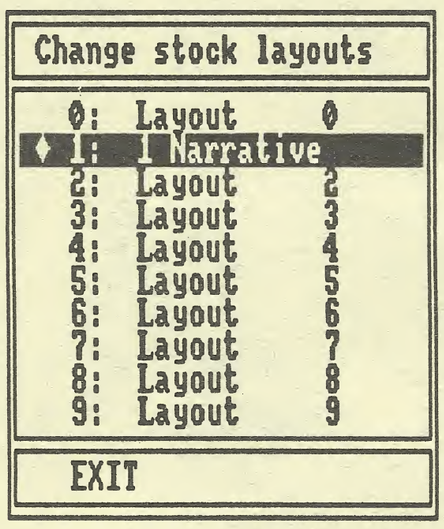
Setting up Stock Layouts



Menus in the Layout Editor

Hints and Tips

① When setting up Stock Layouts we recommend that you start with Stock Layout 1. Stock Layout 1 is likely to have many of the settings, such as Character pitch and the Scale pitch, which you'll want in the rest of your layouts. Once you've set these in one Stock Layout, LocoScript 2 gives you a useful short cut for duplicating the details in another: the f5 Stock menu.



After copying the details of Stock Layout 1, all that's left to do is set up the layouts with those details that differ, in particular the name of the layout.

This technique also ensures that you have the same Scale pitch in each layout. Scale pitch is the pitch in which the "characters" along the ruler line are measured and so measures the position of the margins and tab stops.

We recommend that you use the same Scale pitch throughout your document so that you can be sure that the positions of your margins are maintained, even when you use a different Character pitch.

② There are a number of short cuts you can take in the Layout editor. When you want to move the cursor to the right hand margin, there's no need to hold down → and pause whilst the cursor moves character by character acros the Ruler line. Just press space and the cursor will move instantly to the position of the right hand margin.

Another way of moving the cursor quickly across the Ruler line is by using a combination of SHIFT and ← or →.

Holding down SHIFT and pressing → will move the cursor 40 characters to the right. Pressing SHIFT and ← will move it back 40 characters.

③ The f3 Tabs menu lets you choose the type of tab stop you want to use, but there is a quicker way of setting up tab stops.

Move your cursor to the appropriate position along the Ruler line and press ⊞. A Simple tab will appear. If you press ⊞ again the Simple tab will become a Right tab. Pressing ⊞ again will produce the Centre tab and so on. This method of setting up tab stops is cyclical so if you press ⊞ five times you'll be back to a Simple tab.

Pressing ⊟ just once clears any type of tab stop.

④ There's also a quick way of moving to the tab stops set up. Rather than use ← and → to move along the Ruler line, press TAB and the cursor will move directly to the next tab position.

What Layouts do

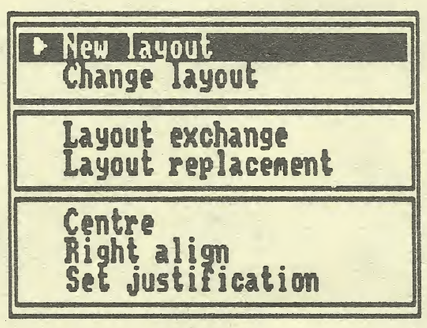
A layout is a description or set of rules about how your text is laid out across the page. Where you have a simple document such as a letter, you may only need to use one layout. But for a more complex document such as an article or a report, you might want to use several layouts to give the document a more varied look.

Whenever you want to change the margins or use tab stops, you'll need to change the layout. Layouts let you create a **complete** set of rules (margin positions, tab stops, Character pitch, CR extra spacing, Line pitch etc) for your text.

You can change the Line spacing and Character pitch in your document simply by introducing the individual codes such as (+Pitch*nn*) and (+LSpace*nn*). But if you set up these details in a layout, all you have to do is introduce a single (LayouT) code at the point where you want to start using the new rules.

Introducing a new layout

You can switch to a different layout by inserting a Layout code using the New Layout option on the f2 Layout menu.

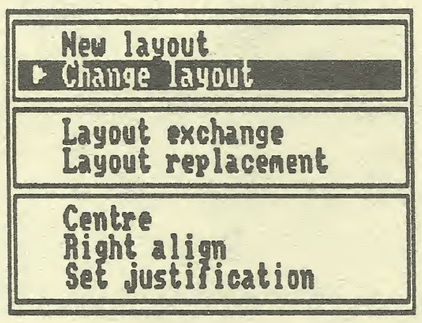


Selecting this option takes you into the Layout Editor where you can set up all the details of the Layout that you want.

When you leave the Layout Editor by pressing EXIT, LocoScript inserts a Layout code at the point where your cursor was positioned. Some settings in the Layout, such as the margins and the tab stops, don't come into use until the line after the Layout code. So when introducing a new Layout code from this menu, LocoScript adds a carriage return. You can then start typing text using all the details of the Layout code immediately.

Changing the layout

If you change your mind about the details in a layout, you can alter them at any time. All you have to do is position your cursor after the Layout code you want to change. Then press f2 Layout and select the option to Change Layout.



This takes you into the Layout Editor where you can make any changes you like. Pressing EXIT returns you to the document. LocoScript automatically relays the text from the Layout code up to the position of your cursor. The rest of the text in the layout will be relayed as you move forward from the cursor position.

A better use of layouts

Whenever you want to switch to a different layout, you'll need a new Layout code. You can set up each new layout using the New Layout option but this isn't the best way of doing it, especially when you want to use the same Layouts more than once in a document. LocoScript provides you with Stock Layouts to make the job of using several layouts much easier.

We describe how to set up and use Stock Layouts on pages 3 and 4.

Special Stock Layouts

Two of the Stock Layouts – Stock Layout 0 and Stock Layout 1 – have a special use. The initial set of rules in each document are supplied by Stock Layout 1. LocoScript also needs a layout for the Header and Footer text on the Pagination Screen and for this it automatically uses Stock Layout 0.

There is another important difference between these two Stock Layouts and the others. If you change the details of the initial layout in your document using the Change Layout option, you'll also be changing the details of Stock Layout 1. Likewise, selecting the Change Layout option on the f2 Layout menu in the Document Set-up automatically changes the details of Stock Layout 0.

Updating Layouts

If you change your mind about the details in the Stock Layouts, you can update them simply by going into the Document Set-up and editing each layout. But what about the copies of the Stock Layouts already in your documents?

The answer is that there are two ways of updating these Layout codes – an automatic method and a more selective approach. Layout Replacement lets you automatically replace copies of the Stock Layouts in your document. Layout Exchange lets you pick out individual Layout codes and swap them for copies of any of the Stock Layouts.

We described how to use these two features in Volume 1 (Issue 2) of *Script*. (If you didn't subscribe to Volume 1 of *Script*, you'll find details of how to order back copies on the enclosed order form.)

Tabs and tables

With LocoScript 2 you have four different ways of lining up text and figures in a table. The Simple tab is the tab you might use in all sorts of layouts, simply because it's the best one to use for indenting text. It lines up the first character of the text on the tab position. The other type of tab stops are the sort of tabs you'd probably only want to use in a table. The Right tab lets you right align text on the tab position, the Centre tab centres text about the tab position and finally the Decimal tab lines up figures on the character used as the decimal marker.

LocoScript 2 gives you a choice for the character used as the decimal marker. The Stock Layouts are initially set up with the full stop character as the decimal marker. So numbers such as 22.50 and 1.999 will be aligned under a decimal tab like this:

22.50
1.999

You can adopt the Continental style of decimal marker by using the comma character instead. The f8 Options menu in the Layout editor lets you choose which character you want to use.

On version 2.12 of LocoScript and later, you can also use the special decimal point character produced by pressing EXTRA and the full stop as the decimal marker. It's not necessary to set this up in a layout as you can use it regardless of whether the comma or full stop is selected in the layout.

Exchanging text

When preparing documents, it's useful to be able to pick out the places where you've used particular words or phrases and swap them for something else. For example, you might want to change the name of the heroine of your novel or adapt sales literature when the product name changes.

Instead of laboriously cursoring through the document looking for each instance of the text, deleting it and then replacing it with something different, LocoScript's Exchange feature can do the job automatically.

Exchange in LocoScript 2 is particularly powerful because of the range of options you can use to refine the search for text you want to change. In this article we show you how to make the most of Exchange by using these options in different combinations.

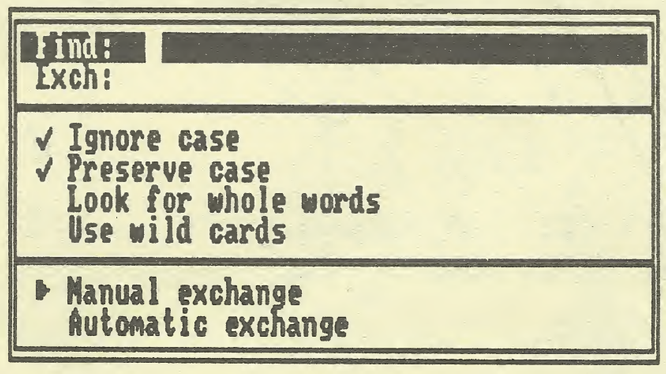
In simple terms, exchanging text involves you telling LocoScript the piece of text you want to replace – the 'Find' text – and the piece of text that you want to replace it by – the 'Exchange' text. LocoScript then searches through the document, matching the Find text against the text in the document. Where an exact match is found, LocoScript substitutes the Exchange text either automatically or, in manual mode, after checking with you.

If this were all that Exchange offered, as was the case with LocoScript 1, then you could end up feeling either wary of using Automatic exchange because LocoScript changed too much or frustrated that LocoScript was missing some of the instances you would have liked it to find.

The trouble was that LocoScript 1 took you too literally. It would, for example, find every example of the group of characters that you gave as the Find text when, more often than not, you'd want the search to be more selective. For example, if you wanted to replace the word `other` by `alternative` you wouldn't really want to pick out words such as `another`. In such circumstances, the only option in LocoScript 1 was to exchange the text manually and confirm each exchange individually.

Alternatively, LocoScript 1 picked out `other` correctly but completely missed `Other` – forcing you to carry out another exchange purely to cope with this.

With LocoScript 2, Exchange has a range of options to help you tailor the search in such a way that you pick out exactly the words or phrases you want. These options limit the search to whole words, tell LocoScript to ignore the difference between upper case and lower case, allow the use of 'wildcard' characters in your Find text, and preserve upper and lower case when exchanging.



We'll now look at the different ways in which you might want to tailor the exchange and the options that will give you the results you require.

Just the word itself

A very common need when exchanging text is to make sure that LocoScript only picks out the word you want and not parts of words that just happen to match. When replacing `select` by `choose`, for example, you don't want LocoScript to change `select` where it appears in `selective` or in `selection`.

The secret of getting LocoScript to pick out just the word itself is to select the option to `Look for whole words`. Which other options you select as well will depend on your other requirements for the exchange – as we shall explain below.

When LocoScript looks for whole words, it limits itself to matching your Find text against complete words. LocoScript's idea of a complete word or a group of complete words is very much like yours or mine. It normally expects to find a space both before and after the group of letters but it will ignore commas, full stops and the like that come at the end of a group of words and it treats new lines and tabs as equivalent to spaces. This means LocoScript can still identify complete words correctly when they come at the end of a phrase or sentence or at the start of a new line.

Something you must remember when using `Look for whole words` is that it will only find precisely the word or words you give – so it won't find simple plurals. However, a second Exchange, this time specifying the plural version, will soon ensure that these are correctly changed as well.

Mixtures of capitals

The word you want LocoScript to find could be in the middle of a sentence or it could be at the start or it could be part of a special heading – all in the same document. In other words, it could be written all in lower case letters in one place in the document, all in upper case letters (capitals) in another and as a mixture of upper case and lower case letters in a third. You can tell that these are the same word but to LocoScript capital letters are not the same as lower case letters. So how do you tell LocoScript that you want it to pick out all of these?

The answer is that you select the option to `Ignore case`. With a tick beside this option, LocoScript treats lower case and upper case versions of the same letter as identical and so will pick out `Other`, `OTHER` and indeed any combination of upper and lower case when you tell it to look for `other`. Of course, the combination of upper and lower case you

use when you type the Find text doesn't make any difference.

If you just want to pick one particular combination of upper and lower case, you should ensure that `Ignore case` isn't selected! You'll also need to be careful about how you specify the Find text.

Preserving the capitals

Selecting `Ignore case` deals with the Find side of the operation, but there is another aspect to exchanging text that appears as a mixture of upper and lower case characters. You need to think whether you want the new text to follow the same pattern of upper and lower case as the piece of text you're replacing or to be an exact copy of the Exchange text you set up.

The Exchange option that controls this is `Preserve case`. When this option is selected, LocoScript tries to retain the same combination of upper and lower case letters in the text that it inserts; if the option isn't selected then you simply get an exact copy of the Exchange text.

The combination of `Ignore case` and `Preserve case` picks out all versions of your Find text and retains the pattern of upper and lower case letters. This is often the combination that will suit your needs best – and for that reason, it's automatically selected for you when you use the Exchange menu for the first time in a document.

However, `Preserve case` won't always be the right option to select because LocoScript can't mimic every combination of upper and lower case. If the word or phrase that is being replaced is all in upper case or all in lower case, then the text that is inserted will also be all upper case or all lower case. So, for example, it would replace `COLONEL` by `GENERAL` for you.

But if LocoScript finds a mixture of upper and lower case, it will preserve the case for the first letter but the rest will be written in lower case. So `Colonel` would become `General` but if you try to change `Colonel Cathcart` to `General Dreedle`, what you'll actually get is `General dreedle`. To get the result you want, you need to clear the tick from `Preserve case`. Then LocoScript will replace `Colonel Cathcart` with exactly what you type in the Exchange menu.

Hints and Tips

- Rather than use [←DEL] and [DEL→] to clear text from the Exchange menu, just press [-] in each part of the menu to erase all the characters forwards from the cursor position.
- You're not limited to searching for just characters and spaces. You can also find →s ↦s ↵s and ↧s. What you can't do is use Exchange to search for or insert emphasis codes such as `(+Bold)` or `(+Italic)`.
- As one piece of text is exchanged for another, LocoScript automatically relays the text. Unless your Exchange text is exactly the same length as your Find text, this will alter the way your text is laid out. If you have left all the line breaks and page breaks to LocoScript, then the new layout will be just as good as the old one but if, for example, you've used ↧ at the bottom of a page, you may find that you've gained an extra short page because the last few lines of text will no longer fit on the original page.
- If you select Manual Exchange, LocoScript stops every time it finds a word or phrase for exchange and displays an alert message asking you to specify what is to happen here. Unfortunately, you can't always see where LocoScript is proposing to make the exchange until this message disappears (after six seconds): then the word for exchange is marked by the cursor. Rather than wait six seconds, press the number 2 key on the numeric keypad, on the right of the keyboard (marked [#] on 8000 keyboards) and the message will instantly disappear.

  Another useful thing to know is that, once LocoScript has started scrolling the text on your screen as it searches, the text it picks out to exchange (or at least the end of it) will be on the fifth line from the bottom of the screen.
- If all you're interested in is one particular section of your document, you don't have to wait while LocoScript goes through the whole document searching for the text you typed on the menu. Instead, you can ask LocoScript to search single paragraphs or single pages. For example, to check a paragraph, position your cursor at the start of the paragraph. Pull down the Exchange menu, type in the text and select Manual or Automatic with the cursor. But instead of pressing [ENTER], press [PARA] or [PAGE] as appropriate. LocoScript searches as far as the next paragraph/page for the text, replacing it where appropriate.

  You can also abandon any exchange when it has gone as far as you want by pressing [STOP], waiting for LocoScript to pause and then pressing [STOP] again.

Of course if `Ignore case` is selected, LocoScript will replace `Colonel cathcart` by `General Dreedle` – but that tends not to be a very common problem!

Different spellings

Another common requirement – particularly if more than one person has edited the document – is to cater for the same word being spelt in different ways. Words like `realise` and `organise`, for example, might be spelt with either an `s` or a `z` – and you might well want LocoScript to pick out both in the exchange.

The option that lets you pick out both spellings of the word is `Use wild cards`. When you select `Use wild cards`, you can use the character `?` in your Find text to represent any character.

So if, for example, you did want LocoScript to pick out both `organise` and `organize`, you could ensure that it finds both by making sure that there's a tick beside the `Use wild cards` option and typing `organi?e` in your Find text. (You can't, by the way, use `?` in the Exchange text to tell LocoScript to use the same character when inserting the replacement text. If you put a `?` in the Exchange text, then LocoScript will insert a `?`.)

In this particular example, you might use all four options together. For example, if you want to change the word where it occurs in both upper and lower case tick both `Preserve case` and `Ignore case`. If you want to change the text automatically, you'll also need to select `Look for whole words` so that LocoScript doesn't pick out the `organise` in `organiser` – but then again this might be what you want!

Solving problems with printers

In the last issue we looked at the problems you can have setting up LocoScript for a different printer. We left it at the stage where you could send information to the printer. At this point, your troubles may well be over and your documents print perfectly. But what do you do if some of the characters don't print correctly, or indeed, if the whole document prints in gibberish? As some of you have found out, this can be very disconcerting, but only in rare cases does the fault lie with the printer itself.

In this, the second part of our article on printers, we look at the problems that can occur after you've succeeded in getting the printer to respond to LocoScript. We describe the most common problems found when printing documents and suggest possible causes and solutions.

We've divided up the problems you can get into two main areas:

- some, or all, of the characters are misprinted
- the document prints but the printer ignores the margin settings or line spacing, producing a distorted layout.

Misprinted characters

If it's just the odd character that prints incorrectly – for example, £ in your document prints as # – the problem is almost certainly caused by using the wrong Character Set. (We explain what a Character Set is in the box on this page.)

The solution to this problem is quite straightforward. You simply need an extra Character Set to match the range of characters on your printwheel or printer. Getting hold of the right Character Set may be just a matter of using one that we provide. (On the 8000 machines these are provided on the Printer Drivers Disc. PCW9512 owners need the Printer Drivers and Character Sets Disc.) Over the past year we've added a number of extra Character Set files for different printers. For example, the LQ1500.PRI file comes with a LQ1500.#IB file and a LQ1500.#IC filewhich lets you use alternative ranges of IBM characters on the Epson LQ1500 printer.

One thing we can't do is provide Character Sets for all the different printers. To begin with, we'd never be able to fit them on the Printer Driver discs! So what we've done is to produce a program – CHARKIT – that lets you create your own Character Sets. As long as it's a printer we already support, CHARKIT will let you build a Character Set, specifically tailored to the characters on your printer. (CHARKIT is available for the 9512 on the Printer Drivers and Character Sets Disc. 8000 owners can find it on the Printer Character Sets Disc.)

Using the right Character Set takes care of the odd misprinted character. But what happens when all or most of the characters are misprinted?

There are a number of possible causes of misprinting most of the document: with daisywheel printers you're probably using the wrong Character Set file for the printwheel but it's also possible that the interface settings in LocoScript don't match those set on your printer or you have a hardware fault. We discuss interface settings and hardware faults in the box on the opposite page. Below we tackle the printing problems on daisywheel printers.

Daisywheel problems

We've seen how using the wrong Character Set can lead to one or more misprinted characters. The same problem can occur on a more dramatic scale on a diasywheel printer, particularly when you use a proportionally spaced printwheel.

Proportionally spaced printwheels have the same characters as their fixed pitch counterparts, but they're not necessarily found on the same petals. So using a Character Set for fixed pitch wheels means that the printed result will be incomprehensible. For most printers, the solution is the same as the one we suggested for misprinting single characters. You use CHARKIT to produce a Character Set which describes where the characters appear on the PS printwheel.

For PCW9512 printers, the solution is rather different. PCW9512 owners who use a Thesis PS wheel may also experience the problem of printing rubbish on the built-in daisywheel printer. Unlike

What is a Character Set?

In LocoScript 2 documents you can use a wide range of characters, but whether you can actually print them or not depends on your printer. Every printer has its own range of characters. On the built-in printer for the 8000 machines, you can print all of LocoScript's characters but most alternative printers have many fewer characters than the number supported by LocoScript. So that you can match up the characters in LocoScript with the subset of characters on your printer, LocoScript uses a "Character Set". This tells LocoScript which characters the printer can print and the commands required to print them.

With many printers, you have a choice of the subset of characters you can use. On a daisywheel printer, there may be a number of printwheels available, each with its own range of characters. On a dot matrix printer, you often have a choice between, say, the FX80 characters and the IBM characters.

Information about the standard characters available on your printer is held in the Character Set in the .PRI file for the printer. Extra Character Set files let you use alternative ranges of characters in the printer.

PS on an alternative printer, there's no need to produce a new Character Set just for this printwheel. (Indeed, you shouldn't try and use CHARKIT to create a new Character Set for this printer. The PCW9512 Printwheels Disc already holds Character Set files for all the known printwheels available for the built-in printer.)

All the information about the position of the characters is already held in the 'England' Character Set built into the PCW9512.PRI file. Instead, PCW9512 owners just need to set up a new Character Style.

The Character Style is normally used simply to describe the design of the characters. You might have several printwheels which all have the same characters but which have different character shapes on each wheel. For example, one wheel may have upright characters and another slanted, or italic, characters. You'd use one Character Set for both the printwheels, but identify each printwheel by describing the character shapes in a Character Style.

In the main, the Character Style acts as a prompt to make sure you have the right printwheel in the printer when you print a document. However, on the PCW9512 the Character Style has an additional function. Here the pitch setting in the Character Style lets LocoScript distinguish between a fixed pitch wheel and a proportionally spaced wheel, and so print the right characters.

In order to use the Thesis PS wheel you simply need to create a new Character Style which specifies a pitch of PS. You'll find the instructions for setting up a new Character Style in Session 23 of the PCW9512 User Instructions.

Extra or missing characters

Other possible problems are printing unwanted characters or, conversely, losing characters you do want!

Typically the unwanted characters appear at the top left hand corner of the page and this usually means that you're using the wrong Printer Driver file. These spurious characters are the characters that make up some of the commands in the special codes LocoScript sends to control your printer. If the printer can't understand any of them, it usually responds by simply printing the code itself.

The solution is to check that you're using the right Printer Driver file. Check this against the list given in the document PRINTER.LST, either on your master LocoScript disc or one of the Printer Driver discs.

The problem of missing characters tends to occur on daisywheel printers. Usually, it's the spaces between the words that are lost, leaving you with an unbroken string of characters. In this case, the problem is possibly caused by selecting PS on the printer via an option switch. If PS is selected, both LocoScript and the printer try to control the spacing. The trick is to select any Character pitch except PS on the printer so that the job of spacing the text is left entirely to LocoScript.

Layout problems

There are two ways in which you might print text correctly but the layout is askew. Either the lines overflow the right hand margin and print inside the left hand margin or the text is printed in double line spacing.

In the first case, the problem is again likely to be caused by using the wrong Printer Driver file. Check the file you've installed and if necessary replace it with the correct Printer file. If this doesn't clear up the problem, the next thing to check is that you're not trying to use a feature that's available within LocoScript but is not supported on your printer. For example, trying to print in a Character pitch of 12 when the printer only supports 10 pitch means the printer may end up printing outside the margins as it struggles to cope with the commands sent to it.

If that isn't the problem, check that you've switched on your PCW and the printer in the correct order. Layout problems can be caused by loading LocoScript, selecting the printer in Printer Control State and only then switching on your printer. Selecting the printer causes LocoScript to send a resetting sequence which puts the printer into a state that LocoScript can work with. If the printer is switched off when the resetting sequence is sent, the information is lost and both LocoScript and the printer try to control the way the document prints, with unexpected results!

We recommend that you switch on the printer before loading LocoScript. If you forget to do this, you can always send a fresh resetting sequence to the printer by using the Reset printer option in the f1 Actions menu in Printer Control State.

The other problem that affects the layout is when the text is printed in double line spacing, regardless of the single line spacing selected in your document.

This is a symptom of both LocoScript and the printer trying to control the line spacing. This effect occurs when the option switch on the printer for Carriage Return (CR) or Carriage Return/Line Feed (CR/LF) is set to CR/LF. Setting the option switch to CR only should cure the problem.

Serial interface settings

Problems printing documents on a printer attached to the serial port of the interface can mean that you have set up LocoScript with the wrong interface settings.

We recommend where possible that you attach your printer to the parallel port of the interface as then all the decisions about the flow of information to the printer are made for you. If you use the serial port, you have some more work to do. You must ensure that the serial settings in LocoScript – in particular, the Baud rate and the Protocol – match those selected on your printer.

Selecting the right Baud rate is particularly important as this setting controls the speed at which information is sent to the printer. You may be able to change the Baud rate both on your printer and in LocoScript, and where possible you should select the highest speed available on your printer. This is usually 9600 which means that 9600 bits (approximately 1000 characters) are sent every second. Forgetting to set up LocoScript with a matching Baud rate means the printer doesn't look for the information at the same rate as LocoScript sends it, with the result that your document won't print correctly.

Selecting the wrong Protocol can leave you with a document with missing characters and possibly lost commands. The Protocol controls the flow of information from LocoScript to the printer. Most printers can't print at the same speed at which information can be sent – after all, there aren't many printers which can print 1000 characters a second! So the Protocol acts as a floodgate, preventing an overflow of information into the printer's buffer. The type of protocol you select – Xon/Xoff or Ready/Busy – depends on your printer.

If setting up LocoScript correctly for the interface doesn't resolve the problem, your hardware may be faulty. In particular, a fault in the computer's memory can corrupt documents as they're sent to the printer , giving you disastrous results. If there's no other obvious reason for the problem, we recommend you get the hardware checked by your dealer.

Invoices with LocoMail

LocoMail is most commonly used to produce mailshots, typically standard business letters for a number of customers. But LocoMail can do a lot more for you than just prepare letters. Used to its full extent it's as powerful as a programming language, allowing you to change information, update data files, generate reports and manipulate numbers.

It's the ability to do arithmetic that makes LocoMail useful for all sorts of documents that require financial calculations, such as invoices or salary slips. LocoMail has all the functions you'd find on a simple calculator, and not only does calculations for you, it also inserts the results in your document automatically. As it works through a document, LocoMail absorbs all the instructions, performs the calculations and slots the results in, leaving you with a perfectly laid out version of a document, such as an invoice.

In this article, we look at using LocoMail to prepare invoices. We'll start by describing the sort of calculations you can get LocoMail to do for you. Then we'll show you how these instructions can be used in a master document to produce an invoice.

LocoMail can carry out all the common arithmetic operations needed by financial calculations – multiplying, subtracting, adding and dividing numbers. So instead of working out such things as totals and the VAT on certain products by hand when you have an invoice to prepare, you can get LocoMail to do it for you.

LocoMail calculations are written using the symbols you'd find in other programming languages: +'s and –'s to show addition and subtraction; * for multiplication and / for division; and square brackets round the parts of the calculation you want to group together. The whole calculation is included in square brackets.

As you might expect, LocoMail works through the calculations in a specific order. Going from left to right, it works out any multiplications and divisions, and then, from left to right again, it carries out the additions and subtractions. If you want to work out one part of a calculation before another, you need to enclose that part in square brackets.

LocoMail can handle up to 18 digits before the decimal point and 9 digits after the decimal point, giving you 27 digit numbers! LocoMail even uses 'decimal arithmetic' – unlike many computer languages which use 'binary arithmetic'. The advantage is that any value we give to LocoMail is held exactly – with binary arithmetic small errors can occur in the digits after the decimal point. (These are increased by further calculations).

A simple LocoMail calculation might look like this:

```
ONE_THIRD=[SUM/3]
```

Where `SUM` is `11.00`, the value in `ONE_THIRD` will be `3.666666667`.

Presenting the results

For calculations involving amounts of money, you're unlikely to want to display the results to such precision. So LocoMail lets you specify the form you want the result to take by including the format instructions alongside the calculation. These instructions are divided from the calculation itself by the vertical bar character:

```
[arithmetic|format]
```

(Owners of the 8000 machines have to press EXTRA and § to produce the vertical bar character. On the PCW9512, this character appears on the keyboard.)

There are a number of ways in which you can format the results of calculations. You can round or truncate the result of a calculation to the number of decimal places you require. If you work with large numbers, you may find them easier to read by splitting them up. LocoMail lets you group the digits of a large number into threes, separating each group with a comma or a space.

Other refinements include adding a + or a space in front of the figure and marking the decimal point with a comma, instead of the decimal marker set in the layout.

All these formatting features are covered in Chapter 8 of the new LocoMail User Guide. Here, we'll look at how to work out the result of a calculation to 2 decimal places needed when you work in £s.

To give the result of a calculation to just 2 decimal places, you simply type the vertical bar character followed by the number 2. For example, a VAT calculation might look like this:

```
VAT=[PRICE*15/100|2]
```

If `PRICE` is `9.99` the result will be `1.50`.

If all you give is the number of decimal places, LocoMail will simply round the results of a calculation to this number of decimal places. The result of our calculation is 1.496 so LocoMail will rounds it to 1.50. If the result had been 1.494, it would have been rounded to 1.49.

For VAT calculations, you might want to truncate the result rather than round it, so that both 1.496 and 1.494 will be 1.49. To do this, you need to add an exclamation mark after the figure giving the number of decimal places:

```
VAT=[PRICE*15/100|2!]
```

This time the value in `VAT` is `1.49`.

Putting it into practice

The VAT calculation is just the sort of calculation you'd use in an invoice. The new LocoMail User Guide includes a worked example of an invoice, which also appears on the new LocoMail Examples disc. This invoice is set up so that all the information about each sale such as the description, the price etc is typed in at the keyboard, leaving LocoMail to perform the calculations and display the results.

For this article, we've designed an invoice that minimises the amount of information you have to type in so that it's quick and easy to use. LocoMail does most of the work for you, fetching information already set up, working out the cost, VAT and totals and displaying the details of the sale. This sort of invoice is useful where you have a set list of products, but as we'll see later, a single extra instruction can be added to let you invoice for items not included on the list.

Our master document generates standard information, such as the headings, and then takes information typed in and produces details of each sale, line by line. When all the sales have been added, the final total is displayed.

There's an example of a finished version of the invoice on the next page. We'll look now at how to go about producing such an invoice.

The structure of the invoice

The invoice is made up of both fixed and varying information. For example, the column headings will be fixed as they are the same for all versions of the document. The LocoMail instructions take care of the information that changes from invoice to invoice, such as the name and address. So our master document uses a mixture of LocoScript text and LocoMail instructions.

For the purposes of building the master document, we've broken down the invoice into a number of parts that we can tackle separately:

– main heading – `INVOICE TO:`
– customer's name and address
– column headings – `ITEM`, `PRICE` etc
– details of each sale, line by line
– the final total for the invoice

We'll look at how to produce each of these parts in turn.

The heading text `INVOICE TO:` is straightforward text that you type in just as if you were producing any LocoScript document.

The next item of information is the customer's name and address. The customer's details will be different for each version of the invoice, so we're using a simple LocoMail prompt to fetch the information from the keyboard, and slot it straight into the document.

```
?name;ENTER NAME AND ADDRESS
```

The next step is to produce the headings. As we need this information in every version, this is simply LocoScript text. To make sure that the headings are spaced apart and the figures line up below the headings, we've also introduced a Layout code with suitable tab stops set up.

```
(LayouT)
ITEM  PRICE  QUANTITY  COST  VAT  TOTAL
```

Fetching the sales details

Next we need to think about how to produce each line of sales details. At this stage, we have to consider two things:

– the description and price of the product
– the calculations to work out the cost, add VAT and produce the total

We could type in the product name and price as part of the details for each item, but as our product range and prices are fixed we can take a short cut. What we do is set up the description of the items sold and the price under item names at the start of the master.

```
desc1="Compact discs":price1="11.99"
desc2="Records":price2="5.99"
desc3="Tapes":price3="6.99"
```

All you need to do is type a number in the range 1 to 3 in response to the list of products. LocoMail does the work of filling in the description and price for you from the information set up here.

We get LocoMail to pick out the right description and price by prompting for the number of the product:

```
item=?#:(1) Compact disc (2) Record (3) Tape
ENTER ITEM SOLD
```

At this point, typing any character other than a number would cause unwanted effects. LocoMail compares the number you type here with the numbers 1 to 3, so typing, say, an alphabetic character will simply produce a 'Type mismatch' error. We've solved the problem by adding a # after the ? in the prompt. The # asks LocoMail to check that the character is a number. If it isn't, LocoMail stops and 'bleeps', only continuing when you type a numeric character.

With the number in `item` LocoMail can set up the description and price of the product sold for you. This requires three simple 'if' statements.

```
#item=1:<:price=price1:desc=desc1:>
#item=2:<:price=price2:desc=desc2:>
#item=3:<:price=price3:desc=desc3:>
```

So if the value in `item` is "1", the value in `price` will be "11.99" and `desc` will store the value "Compact disc".

It's at this point that a single LocoMail instruction can make the invoice more flexible. The following instruction lets you add the details of a product not already displayed.

```
#(item<1 or item>3):<:price=?:desc=?:>
```

So if you want to invoice a customer for, say, a specially reduced range of compact discs, simply type in a number outside the range 1 to 3 and LocoMail will prompt you for the description and price. Another advantage is that it allows you to make a mistake! If you accidentally type in, say, 4 instead of 3, you can type in the details yourself rather than abandoning the current version and starting again.

With a further prompt to fetch the number of items sold, we have all the information we need to perform the calculations. We need to work out the total cost of the number of items, and add the VAT due to produce a total. To find out the cost we simply multiply the price by the quantity.

```
cost=[price*quantity]
```

Then we work out the VAT using an instruction similar to our earlier example:

```
vat=[cost*15/100|2!]
```

VAT is then included in the total cost:

```
total=[cost+vat]
```

As we want to display a final total, the item name `running_total` keeps track of the total owed so far.

```
running_total=[running_total+total]
```

As we're calculating the result by adding to the current value in the item-name `running_total` a number of times, we've been careful to set the initial value to 0 at the start of the master document.

Once we've done the calculations, the next step is to display the details of the sale. We've already formatted the results in the calculation so we simply need to slot the current values in the item-names into the document. To make this easier, we've set up the LocoScript layout character → under the item-name `tab`.

```
tab:desc:tab:price:tab....
```

Producing more sales

These instructions are fine for just one line of sales details. But in practice, we'll want to produce an invoice for several sales. So we need a way of repeating these instructions until all the sales to a customer have been added. We solve this problem by putting these instructions in a program unit and asking LocoMail to carry out the instructions as many times as required. This is done easily enough by enclosing the instructions in quote marks and giving them a name such as `getdetails`.

However, we can't just leave it at that. If we ask LocoMail to carry out instructions repeatedly we also need a way of telling it when to stop! So we've added a couple of instructions to control how many lines of the details are included in the invoice.

```
reply=?; ANYTHING ELSE?
Press ENTER for YES or type N for NO
#reply=no:<:finish=0:><:finish=1:>
```

We've adapted these instructions from the building block PROGUNIT.GEN which is one of the things you'll find on the new LocoMail Examples disc. For those of you who want to know how this works, there's a full explanation in the new LocoMail User Guide.

Once all the lines in the invoice have been added, the only thing left to do is display the final total. A final Layout code is inserted into the document with a couple of tab stops set up to position the text "FINAL TOTAL" and the value in `running_total`. The last LocoMail instruction displays the value of `running_total`.

```
FINAL TOTAL - £(+Mail)running_total(-Mail)
```

The master document

```
(LayouT)(+Mail)↵
cost=0:total=0:vat=0:running_total=0↵
no="n*":tab="→":cr="↵
"↵
desc1="Compact discs":price1="11.99"↵
desc2="Records":price2="5.99"↵
desc3="Tapes":price3="6.99"↵
getdetails="↵
item=?#;(1) Compact disc (2) Record (3) Tape
ENTER ITEM SOLD↵
quantity=?#; ENTER NUMBER OF ITEMS SOLD↵
#item=1:<:price=price1:desc=desc1:>↵
#item=2:<:price=price2:desc=desc2:>↵
#item=3:<:price=price3:desc=desc3:>↵
#(item<1 or item>3):<:price=?:desc=?:>↵
cost=[price*quantity]↵
vat=[cost*15/100|2!]↵
total=[cost+vat]↵
running_total=[running_total+total]↵
tab:desc:tab:price:tab:quantity:tab:cost:tab:vat:tab:total:cr↵
reply=?; ANYTHING ELSE?↵
Press ENTER for YES or type N for NO↵
#reply=no:<:finish=0:><:finish=1:>↵
"↵
(-Mail)↵
INVOICE TO:↵
↵
(+Mail)name=?;↵
ENTER NAME AND ADDRESS(-Mail)↵
↵
(LayouT)↵
ITEM  PRICE   QUANTITY  COST   VAT  TOTAL↵
↵
(+Mail)↵
%getdetails@finish↵
(-Mail)(LayouT)↵
FINAL TOTAL = £(+Mail)running_total(-Mail)↵
```

We've set up useful information under item-names at the beginning of the master document.

You're not limited to three items on the product list. To add more simply type in the descriptions of the items and add the appropriate 'if' statements.

LocoMail performs the instructions until you type N at the prompt `ANYTHING ELSE?`

The finished version

```
INVOICE TO:

Peter Howell
22 Grove Road
Kirkby
Yorkshire


 ITEM           PRICE     QUANTITY    COST      VAT       TOTAL

 Compact discs  11.99        3       35.97     5.39      41.36
 Special offer  10.99        1       10.99     1.64      12.63
 Records         5.99        4       23.96     3.59      27.55

                FINAL TOTAL =   £81.54
```

Filling the invoice

Start by picking out the master document with File cursor on the Disc Manager Screen. Press 'F' for Fill and when the menu confirming the document you've selected appears, press [ENTER]. Then simply type in the details as LocoMail prompts you for them.

①

```
INVOICE TO:

Peter Howell
22 Grove Road
Kirkby
Yorkshire


 ITEM           PRICE     QUANTITY    COST      VAT       TOTAL

(1) Compact disc  (2) Record  (3) Tape
 ENTER ITEM SOLD1-

                FINAL TOTAL =   £running total
```

②

```
INVOICE TO:

Peter Howell
22 Grove Road
Kirkby
Yorkshire


 ITEM           PRICE     QUANTITY    COST      VAT       TOTAL

 ENTER NUMBER OF ITEMS SOLD3-

                FINAL TOTAL =   £running total
```

③

```
INVOICE TO:

Peter Howell
22 Grove Road
Kirkby
Yorkshire


 ITEM           PRICE     QUANTITY    COST      VAT       TOTAL

 Compact discs  11.99        3       35.97     5.39      41.36
 ANYTHING ELSE? Press ENTER for YES or type N for NO-

                FINAL TOTAL =   £running total
```

As you only have to type the minimum information, you can produce each invoice very quickly. In fact, you'll probably find you can create versions of the invoice more quickly than you can print them!

Letters to the Editor

LocoSpell dictionary

I have noticed recently that LocoSpell seems to be doing some rather odd things when I check a document. For instance, when I typed 'th' for 'the', it suggested 'thc' as a replacement.

I have checked my user dictionary, and this peculiar word hasn't accidentally found its way into it. Besides, it does it whichever data disc I happen to be using, in whichever group. Could it be in the large dictionary itself? Is there any way of inspecting the large dictionary to find out? Or might my dictionary/locofont disc have become corrupted in some way.
Mrs LC, New Romney

Your dictionary hasn't become corrupted. The word LocoSpell has suggested as a replacement is indeed in the large dictionary. The LocoSpell dictionaries are based on the Longman dictionary. We took exactly what Longman supplied – except we added some extra words such as 'LocoScript' and 'LocoSpell'.

The word 'thc' is the abbreviation for tetrahydrocannabinol, the main active ingredient in marijuana.

LocoFont and LocoSpell

On the latest version of LocoScript 2, the documentation states that if the memory of the PCW is only 256k, you can't use the Sans Serif option if LocoSpell is installed on the Start-of-day disc. I have increased the memory of my machine to 512k but find that I still can't use both the Sans Serif font and LocoSpell together. Could you clarify the situation?
Mr AF, Bath

On an unexpanded PCW8256, it's not possible to use both LocoSpell and the Sans serif typestyle together. There's not enough room in the memory for all the files. That's why we advise people with such machines to use two Start-of-day discs – one for LocoSpell and one for the extra font.

Increasing the size of the memory to 512k means that there's enough space in Drive M for both the LocoSpell dictionary and the Sans serif typestyle. However, you still have to arrange that all the relevant files are copied onto Drive M – either by putting these on your Start-of-day disc or by copying them to Drive M by hand.

We suspect that you've still got your small LocoSpell dictionary on your Start-of-day disc. This is no longer necessary as you now have plenty of room in Drive M for the large dictionary, which you can copy to Drive M once you've loaded LocoScript. Erasing the small dictionary will release enough space on your Start-of-day disc for MATRIX.#SS, the file containing the Sans serif typestyle.

File sizes

I bought LocoScript 2 and the extra memory to use with the dictionary. I am very pleased with your products and service. There is one thing that puzzles me though and I hope you can explain what is happening.

The query concerns when I move files between 20k and about 35k from the single drive (A) to memory. For some reason an extra 1k appears on the file when it is moved into the M drive. Once I move a file back into the A drive the extra k disappears. But it does puzzle me, so I thought you might explain what it is. As far as I can tell nothing is affected by this glitch; but below 20k and at 36k the extra k doesn't appear.
Mr AD, Walsall

The explanation is very simple. On a Drive A disc space for files is allocated in 1k units. On Drive B and Drive M, space is allocated in units of 2k. So a 7k document on Drive A will use up 8k when you copy it to Drive B or Drive M. If you copy it back to Drive A it will appear as a 7k document. This way of handling files allows LocoScript to cope with the larger space available on both Drive B and Drive M.

The apparent change in size has nothing to do with how large your documents are. It purely affects documents that occupy an odd number of k on Drive A. We can only suppose that your documents under 20k and over 36k each use up an even number of ks already and so don't change when you move them between drives.

High quality printing

I am enquiring about the possibility of getting a camera-ready copy of texts produced with the use of LocoScript 2 on an Amstrad 8512. We use a variety of scripts, characters and symbols from your program in our work on a Czech-English dictionary.

Can this sort of text be transferred to ASCII and used as a basis for computer typesetting? If not are there any plans to develop a software that would handle all the available characters of LocoScript 2?
Dr JF, Glasgow

You can indeed convert your documents to ASCII, but this won't necessarily give you what you need. The process of making an ASCII file only converts the most commonly used characters such as a-z and 0-9 and a few others – it won't convert the symbol characters and the other characters you use in your Czech documents.

However, it may be possible to prepare LocoScript documents for typesetting in the future. We hope to make available a program that will let you export LocoScript documents, complete with all of LocoScript's characters and the word processing codes such as Bold and Italic. We'll let you know in Script if and when the program becomes available.

At the moment the best solution to your problem is a 24 pin printer. 24 pin printers give very much better quality output than the built-in printer and with the new 24 Pin Printer Drivers Disc you can print not only all of LocoScript's characters and pitches, but also in different typestyles. (See the News page for more details.)

Letters to the Editor

'Drive not ready'

I recently purchased LocoScript 2 and LocoSpell. I have been unsuccessful in copying the LocoScript 2 disc as instructed in Chapter 1. Everything is set up correctly and the actions described in the manual to copy the disc are taken. But the message "Error in Drive B: Drive is not ready" appears. If I select the Retry option or the Ignore option, the same message reappears. I am suffering from an acute sense of frustration.
Mr LH, Seaford

When this message appears, it means that it appears to LocoScript that you don't have a disc in Drive B. If this message appears when there is a disc in the drive, the first thing to check is that the disc has clicked into place in the drive. You may find that simply taking the disc out and re-inserting it will cure the problem.If there isn't a disc in the drive, all you need do is put a disc in the drive and accept Retry. LocoScript will find the disc and continue quite happily.

If the problem persists with a particular disc, then it's likely that the disc itself is badly damaged. In that case, the only solution is to replace it with a working disc. (If we supplied the disc, just return it to us and we'll exchange it for you.)

'Waiting for paper'

I recently bought a PCW9512 and have been using it with great success. However, I have noticed one problem when printing. Sometimes when I print a document, nothing happens. When I press the PTR key, LocoScript tells me it's 'Waiting for paper' even though there is a sheet of paper in the printer. At other times, it prints without any trouble. Can you tell me what I'm doing wrong?
Mrs NR, Pembroke

We suspect that you get the 'Waiting for paper' message when you've put paper in the printer and then selected a single sheet paper type.

When you change from continuous stationery to single sheet paper on the PCW9512, LocoScript assumes you haven't yet put any paper in the printer. This is a safeguard to prevent you accidentally printing on the platen if you forget to load the printer with paper. (This only happens on the PCW9512. With the 8000 machines, LocoScript assumes you're ready to start printing.) To clear the 'Waiting for paper' state, you simply have to press [PTR] and then [⊞] (on versions 2.12 and later). On earlier versions, press [PTR] followed by [f1], [ENTER] and [EXIT].

You can avoid the problem altogether by changing the order in which you do things. If you change the Paper type in LocoScript and then put paper in the printer, pulling back the bail bar automatically signals to LocoScript that you're ready to print.

Using a 5¼" disc drive

I recently purchased a Peartree 5¼" add on disc drive for the PCW8256 machine. The problem I have encountered is that whereas prior to the 5¼" drive installation I could copy 3" discs in Drive A now I have to copy a disc from Drive B to Drive A. The problem is that if I am using a 3" disc at the time it can't be put into the 5¼" Drive B. This means, according to my reasoning, that I cannot copy my 3" discs on Drive A to another 3" disc. The program is telling me that I need to use Drive B to copy a 3" disc. I presume LocoScript thinks that my 5¼" Drive B is really the 3" Drive B as in the PCW8512. What can I do?
Mr BL, Bolton

You are quite right. LocoScript is set up to think your 5¼" Drive B is really a 3" Drive B. As you've noticed this is fine for most operations but it does stop you copying discs by the standard technique. I'm afraid LocoScript doesn't fully support non-standard hardware as we particularly wanted to keep the copying options to a minimum to avoid confusion.

What you can do is temporarily disconnect your Drive B disc when you want to copy a 3" disc. (Remember to switch off your machine first.) Then your machine will be a single drive PCW again and so the Copy option will let you copy your 3" discs from Drive A to Drive A.

German LocoSpell

I note that you produce a spell checker for German and I am interested in how this spell checker copes with the changing endings of nouns, adjectives etc dictated by the rules of grammar.
Mr TN, Rhyl

The German version of LocoSpell is not a grammar checker, but it is still clever enough to cope with all the different endings allowed. The German version can also check compound words – single words made up of two or more separate words – and hyphenated words.

There are a large number of words in German that can be used together to form compound words. Including all these words separately in the dictionary would be impractical. Instead LocoSpell checks the first word on its own and then looks for the second word, and so on. It also copes with any change in spelling which occurs when two or more words are combined together.

In a similar way, the German LocoSpell checks words where the spelling changes when the word is hyphenated. For example the letter 'c' in the word 'drucker' becomes 'k' when the word is hyphenated – 'druk-ker'.

Direct Printing

I find Direct Printing useful for addressing envelopes, leaving small messages etc, but have found that the immediate printing in response to a carriage return a bit of a pain. One of my fixed phrases, appropriately the letter R, is now simply a carriage return enabling me to type the complete message before anything is printed. The direct printing facility is now much more useful.
Mr WC, Ash

Thank you for your useful tip. You can of course now use LocoFile to keep your addresses and print them directly.

Letters to the Editor

Page numbering

I am in a spot of bother and wonder if you can help? In my ignorance of these things, I am having difficulty in coming to terms with Page numbering.

Try as I might I appear to be unable to persuade the little man who resides inside the Amstrad box of tricks that a page number on each sheet of my hard copy would considerably brighten my life and increase his life expectancy as a bonus.

He remains adamantly indifferent to my request and will happily print the code instead, ===. It's not a lot to ask really but apparently he has no soul and remains unimpressed. How can I teach him the error of his ways before he drives me batty?
Mr JM, Coventry

The problem you're having with page numbers is quite common. The trouble is simply that the characters used to mark the space reserved for the page number aren't hard up against the Page number code as they should be. What you should have in your document is `(PageNo)===`.

If the characters reserving the space aren't typed immediately after the Page number code, either `(PageNo)` *or* `(LPageNo)`*, LocoScript simply ignores the code and prints the characters as if they were part of the text.*

We guess you've accidentally typed a space between the code and the characters. If you delete the space so that the characters === appear next to the code, your page numbers will print perfectly.

A useful tip for setting up page numbers is to make sure both the Codes and Spaces are shown on the screen, using the [f8] Options menu. This makes it easier to spot when you've accidentally pressed the space bar. (Note: You can find out more about the different ways of numbering the pages of your documents in Issue 6 of Script.)

Setting the print quality

Perhaps somebody could answer a query for me: is it possible to change from High Quality to Draft mode, without 'abandoning printing'? This was possible, via the PTR menu, using LocoScript 1, from within and without the document. I often find that having begun to print in high quality, the occurrence of typos, or the need to hurry makes me want to continue printing in draft.
Mr ME, Cardiff

In LocoScript 2 you do have to abandon printing before you can change from High Quality to Draft Quality.

The reason for this is that in LocoScript 2 we moved the print quality options from Printer Control State to the Print menu. We did this to make it easier for you to print in the correct quality from the start. In LocoScript 1, many people found it inconvenient to remember to go into Printer Control State to check or set the print quality every time they printed a document.

We felt that the convenience in printing all documents was more useful than the ability to change the print quality midway through documents.

Proportional Spacing

Would it be possible for proportional spacing to be offered for 10 pitch characters? Some of the fonts, 'modern' and 'capital' for example, look very unevenly spaced in 10 pitch. It would be particularly useful to have 'capital' in 10 pitch PS for large address labels.
Mr SB, London

We agree that some of the new fonts don't appear at their best in 10 pitch. The trouble is that each of these character pitches is a 'fixed' pitch – that is, a pitch in which every character takes up the same space along the line, whereas the actual widths of the characters vary quite considerably. With such a variety of widths, it's not surprising that the fonts look better in proportional spacing where the space each character occupies depends on the width of each character.

LocoScript's PS works out at about 12 characters per inch whereas what you'd like is a PS that would give 10 characters per inch on average. We've no plans at present to introduce such a pitch. However, we have added a PS font which works out at 15 characters per inch. This is the Mini-PS font, available on the LocoFont 2 disc.

Transferring files to 5¼" discs

I am using LocoScript 2 on the Amstrad PCW8256 (single disc drive) which I find very satisfactory for all my word processing needs. Unfortunately, however, not everyone else uses this system and this poses a problem for my work. Is it possible to transfer information from my 3" discs onto discs which are IBM compatible. If so, how?
Mrs EB, London

There are two problems with using LocoScript documents on an IBM compatible machine. Firstly, you need a way of transferring files onto 5¼" discs and secondly, the files have to be in a format that you can use on the PC.

There are two solutions to the problem of transferring information from 3" discs to 5¼" discs. One method is to attach a 5¼" disc drive to your PCW or, conversely, attach a 3" disc drive to your PC. The other method involves connecting the PCW to the PC using a serial link. To do this you'd need to attach an interface to the back of the PCW8256 and then attach a cable to the serial port of the interface. As long as you have a suitable program on your PC to control the settings on the PC's built-in interface, you'll be able to transfer documents directly between the PC and PCW.

LocoScript is not at present available on a PC so you first have to convert the documents into a format that a program on a PC can use. ASCII files can be used by most other programs, so this problem is solved by converting the documents into an ASCII format, using LocoScript's Make ASCII feature. You will however lose LocoScript's emphasis codes such as `(+Bold)` *and* `(+Italic)` *and some of the less common characters.*

PostScript

The Amstrad Show at Manchester in October gave us a chance to meet some of our northern customers. The Show's location didn't, however, discourage people from the southern counties attending. The next show we're attending is also located outside London – the Which Computer Show in Birmingham in February. We'll have more news in the January issue of *Script*.

Besides giving us a chance to show you products, the computer shows give you the opportunity to put us on the spot with your technical questions. One gentleman took advantage of this because he was having trouble setting up his printer to work with LocoScript. Unless the problem is an obvious one, we usually have to see the printer's manual before we can comment. However, this gentleman went one better and promptly produced the printer from his rucksack! After recovering from the shock, we duly resolved the problem.

The real star of the last two shows has been LocoFile – our new pop-up database, of which we've demonstrated preliminary versions. Much of the interest in LocoFile came from people who already use CP/M databases but who find it inconvenient to swap between LocoScript and CP/M in order to use them. As you can insert ASCII files into LocoFile, switching over to LocoFile should be a fairly straightforward matter.

To use CP/M data files in LocoFile, you need to be able to do two things. Firstly, you need to convert the data file into an ASCII format. Secondly, the information in the records must be laid out in such a way that the items can be described by a 'record pattern' (in the same way that LocoMail uses a record pattern in LocoScript data files). The LocoFile User Guide explains how to set up a 'record pattern'. (It's also explained in the article on Data files in Issue 6 of *Script*).

What the User Guide can't cover is how to convert your datafile to ASCII because this depends on which CP/M database program you use. So that we can offer full advice to people changing over to LocoFile, we'd like to hear from you about converting existing CP/M data files into a suitable ASCII format. We'll publish the details in a future issue of *Script*.

We not only get to meet customers at these shows but also have a chance to talk to people whose business involves selling products based on LocoScript. Once such gentleman is Brian Thurston Worts whose LocoChar Christmas characters appeared in Issue 4 of *Script*.

Brian Thurston Worts used to be a teacher and gave up a full time job to develop his series of Tempdiscs. These discs hold a large number of documents which are useful for all sorts of applications. They range from documents which teach touch typing skills to pre-prepared documents suitable for agendas, league tables etc.

Brian Thurston Worts has also used his teaching skills to produce documents that help you learn to use LocoScript in an interesting and informal way. For more information about the Tempdiscs, you can contact Brian Thurston Worts at Thurston Techniques, 18 Danby Terrace, Exmouth EX8 1QS.

Thank you for all your comments about *Script*. Some of you who wrote in may notice the changes made in this issue in response to your suggestions. Most people seem to be happy with the newsletter. Mr PS of Auckland, New Zealand brims over with enthusiasm – '*Script* is great – the epitome of software user support. My anticipation of the next issue is eclipsed only by the prospect of LocoFile.' Mr DGM of Ruthin is similarly happy – 'I have been a reader of *Script* from the beginning. There is guaranteed to be something to learn from it each time. In fact, I now find it pointless buying any other computer magazine'.

Mr WT of Lancaster wanted to see more articles on LocoChar, the program that lets you redesign some of LocoScript 2's characters, and particularly the 'more advanced techniques'. We consulted our LocoChar expert who was surprised to hear that there were any advanced techniques! He thought we had pretty well covered them in our article on LocoChar in Issue 2 of *Script*. So if anyone has any red hot tips on using LocoChar, we'd like to read about them!

Future issues

From now on, we'll be having regular articles on LocoFile as well as LocoMail. We'll start by showing how you can use LocoFile to print an address list on 'personal organiser' paper. We'll be including a number of articles which look at LocoScript from the point of view of someone writing a book. And we'll take a look at LocoSpell, in particular, how to organise your user dictionaries.

Printed by Unwin Brothers, Old Woking, Surrey